



17 June 2021

**MEMORANDUM NO. 483**  
Series of 2021

**T O: All Concerned**  
**R E: Access of CCTV Footage**

The following are the security measures to avoid Data Privacy Breach re: CCTV Footage monitoring, to wit:

- a. Only the assigned person and/or the authorized person can view the real time CCTV Footage. If possible, place this in a secure area only.
- b. Anyone who need to access the CCTV Footage whether playback or asking copy should need an approval from the office.
- c. It is also recommended that CCTV Footage playback option will temporarily be assigned to the Office of the Head of Information & Communication Technology Management Center until the Office of the University Disaster & Risk-Reduction Management can put in place security measures that will protect this from future data breach.

For your information and guidance.

  
**EDGARDO E. TULIN**  
President